

Center for Educational Performance and Information (CEPI)

*Michigan Education Information System
(MEIS)*

School Infrastructure Database (SID)

Application User's Guide

End-of-Year 2014 Submission

Questions?

Phone: 517-335-0505, option 3

Email: CEPI@michigan.gov



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Introduction

This guide is intended for all users of the School Infrastructure Database (SID). The SID Data Field Descriptions and any addenda posted to the SID Web page should be used with this User's Guide. This guide explains the process of using the SID Application, as well as how to properly enter and submit data via the SID Online Application and/or the bulk upload process.

General Information

What Data Are Entered Into the SID?

Data submitted by school districts via the SID include information about safety practices and incidences of crime in public schools, dual enrollment and instructional computers.

When Are the SID Data Due?

Your district's SID submission is due to CEPI by 11:59 p.m. on June 30, 2014.

Application Startup and Security

Authorized User – Your MEIS Account

The SID Application is available to authorized users only. To become a SID authorized user, you must first obtain an MEIS account. You may use the same MEIS account number for all MEIS applications. A separate security agreement is required for each MEIS application.

Questions concerning your MEIS account and CEPI applications can be directed to CEPI customer support at CEPI@michigan.gov or by phone at 517-335-0505, option 3.

Create your MEIS Account

To create your MEIS account number and password, go to the MEIS website at: <https://cepi.state.mi.us/MEIS/login.aspx>. The following screen will appear:

Michigan Department of Education

Michigan.gov MDE Home | MEIS Home

Welcome to the Michigan Education Information System (MEIS)

The MEIS User Management is a security system, implemented and used with various Michigan Department of Education (MDE) and Center for Educational Performance and Information (CEPI) applications.

A MEIS user will need only one account which will allow access to multiple MDE or CEPI applications.

- An account is unique to each individual user.
- An account **MUST** never be shared.
- An account remains open forever.

To obtain a new MEIS account, click [Create a New MEIS Account](#).

If you have a MEIS account and would like to adjust your account information, please login below.

Login Name: [I forgot my Login Name](#)

Password: [I forgot my Password](#)

Have questions/concerns about MEIS security or MEIS User Management?
Please contact the MEIS Help Desk via:
Phone: (517) 335-0505
Press 2 for MDE Programs
Press 3 for CEPI Programs

Follow the directions on this page to obtain your MEIS account or to update your MEIS account information.

Need Help With Your MEIS Account or Password?

MEIS Account or Password

If you have any problems remembering your MEIS login ID or password for the SID, please visit <https://cepi.state.mi.us/MEIS/login.aspx>. If you are still unable to log in, please contact CEPI customer support at CEPI@michigan.gov or by phone at 517- 335-0505, option 3.

Updating an MEIS Account Email address or Phone Number

It is important for the MEIS user information to be current. Email messages are sent to all authorized users of an application. Therefore, it is imperative for all MEIS users to keep their email addresses current in their MEIS accounts. Because it is sometimes necessary for an individual from the state to contact an authorized user by telephone, each authorized user's phone number must be kept current as well. To update your email address or phone number, please do the following:

Go to: <https://cepi.state.mi.us/MEIS/login.aspx>


- a. Log in as a MEIS User.
- b. Click on "View/Update User Profile."
- c. Click "Edit," make changes, and then click on "Update."
- d. Click on "Return to the MEIS Main Menu."
- e. Log out of MEIS.


Security agreement

After you have established your MEIS account, the next step is to download the SID Security Agreement from the CEPI website, at www.michigan.gov/cepi. Click on "CEPI Applications," and then click on "School Infrastructure Database." The Security Agreement is located under the heading, **Submit SID Data to CEPI**. After you have security access to the SID, you are ready to begin.

Note: A district may have more than one authorized user for the SID; however, each user must have an MEIS account number and submit a separate SID Security Agreement.

Submit SID Data to CEPI

- [SID Security Agreement](#) 
- [SID Application](#)



Click here on the website to obtain a copy of the SID Security Agreement.

SID Content Information

The SID Data Field Descriptions contains a state of Michigan office contact for fields when appropriate. Questions pertaining to particular field content should be directed to the office contact.

For questions regarding SID content or technical assistance questions concerning your data submission, please contact CEPI customer support at CEPI@michigan.gov or 517-335-0505, option 3. Please provide your name, district code and district name, the CEPI application name, your telephone number (including area code and extension), your email address and your specific questions.

Detailed Information about the SID

Please visit the CEPI website at www.michigan.gov/cepi. Click on "CEPI Applications," and then click on "School Infrastructure Database." Refer to the items listed under SID Help.

SID Help and Resources

- [EOY 2014 SID FAQs](#) PDF
- [EOY 2014 SID Short Form Worksheet](#) XLS
- [EOY 2014 SID Long Form Worksheet](#) XLS
- [EOY 2014 SID User's Guide](#) PDF
- [Dual Enrollment FAQs](#) PDF
- [How to Join the SID Listserv](#)
- [Browser and System Suggestions](#)

SID Help

SID Data Field Descriptions

A copy of the SID Data Field Descriptions may be obtained from the CEPI website at www.michigan.gov/cepi. Click on "CEPI Applications," and then click on "School Infrastructure Database." The SID Data Field Descriptions can be found under the heading, **SID Data Manual**. Be sure to check the website for any addenda that may be posted throughout the submission period.

SID Data Manual

- [EOY 2014 SID Data Field Descriptions](#) PDF
- [EOY 2014 SID Record Layout](#) PDF

Be sure to print copies of each item listed under SID Data Manual.

SID Online Application

Accessing the SID Online Application

The SID may be accessed through the CEPI website at www.michigan.gov/cepi. Click on "CEPI Applications," and then click on "School Infrastructure Database." Click on "SID Application" under the heading, **Submit SID Data to CEPI**.

Submit SID Data to CEPI

- [SID Security Agreement](#) DOC
- [SID Application](#)

Access the SID Application.

Help at Your Fingertips

Help aids are available at your fingertips as you work through the application. Users will find hyperlinks to current versions of the SID Frequently Asked Questions (FAQs), User's Guide, Data Field Descriptions and any addenda that have been posted for the current submission.

MEIS Login Screen

After you click on the SID Application link, the following screen will be displayed. Enter your MEIS user name and password:

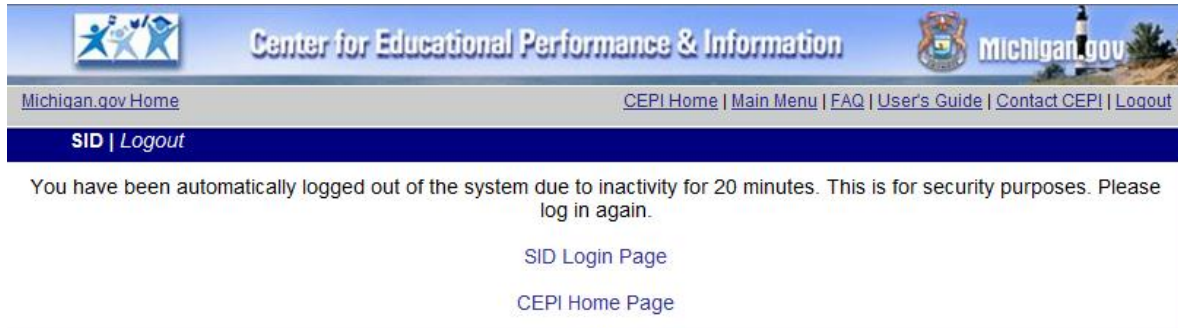
The screenshot shows the MEIS Login screen. At the top, there is a header for the "Center for Educational Performance & Information" with the Michigan.gov logo. Below the header, there is a navigation bar with links to "Michigan.gov Home", "CEPI Home", "FAQ", and "Contact CEPI". The main content area is titled "SID | Login". On the left, there is a section titled "School Infrastructure" with a description of the SID and a list of links for more information. On the right, there is a "MEIS Login" form with fields for "User Name:" and "Password:", a "Log In" button, and a link for "Forgot your username or password?". Below the form, there is a message about submission dates and a note for authorized users. At the bottom, there is a Norton Secured logo.

Enter your User Name and Password.

If you need more information, or if you have entered your user name and password correctly and access to the application is denied, please contact CEPI customer support at CEPI@michigan.gov or by phone at 517-335-0505, option 3.

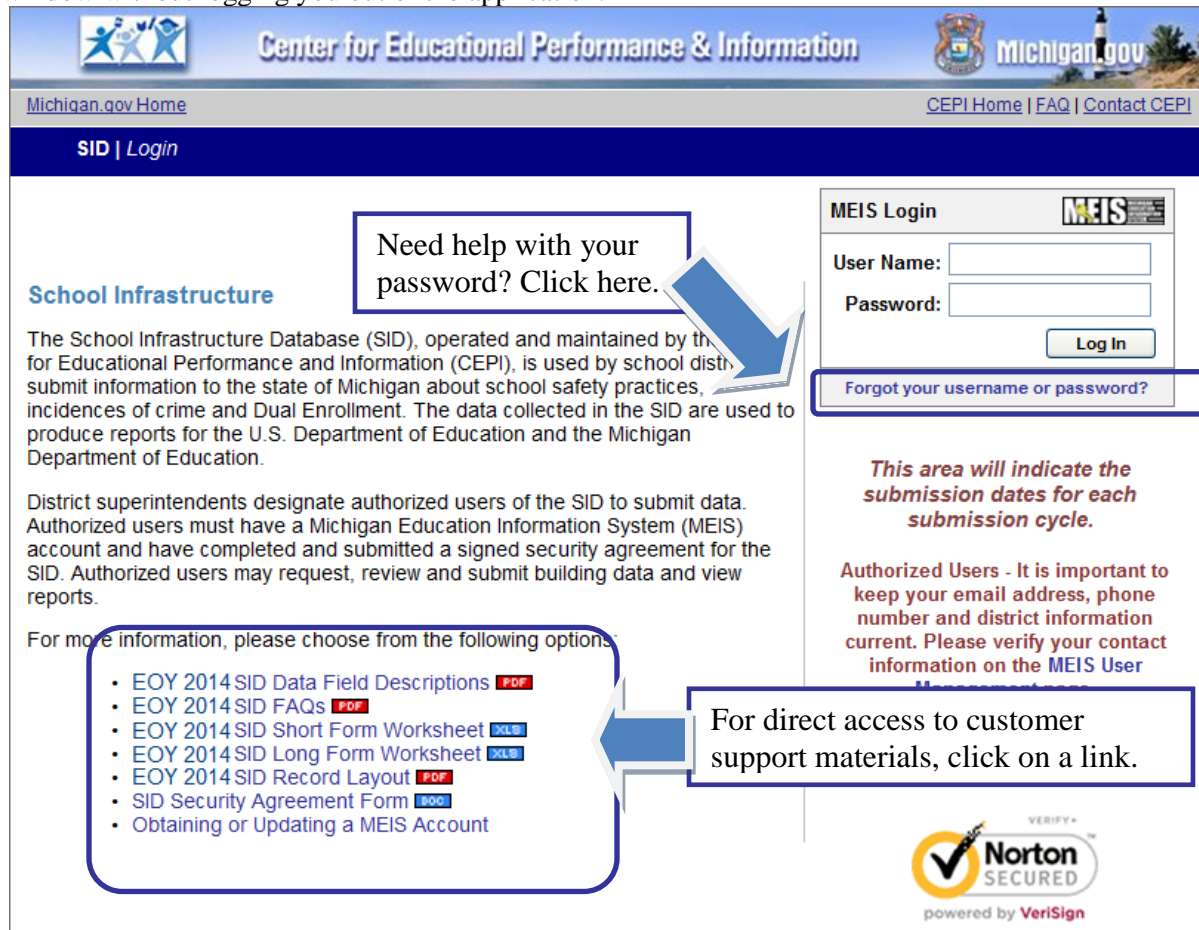
System Logs Out User

Please remember that your session is tracked. Your user name and password are valid as long as you have been active on the screen within the last 20 minutes. If your connection has been inactive for a period of 20 minutes, your access authorization ends, and you must log in again. Any pending information you have entered will be lost and must be re-entered when you log in again. Be sure to click on "Save Data for this School/Facility" frequently to save your submission. The following screen will appear when you are logged out of the SID Application because of inactivity:



Help Features

SID users may access resource materials such as the "SID FAQs," "SID User's Guide" or the "Contact Help Desk" link on each Web page. Click on the item you wish to view, and it will open in a separate window without logging you out of the application.



SID Welcome Screen/SID Main Menu

The Welcome page in the SID contains general information about the SID data submission. It also contains a list of the district(s) to which you have access for data submission purposes. A separate security agreement is required for each district. If you should have access to a district and it is missing from the list, submit a security agreement for the district in order to gain access. If schools/facilities are missing from the school/facility list, verify that the Educational Entity Master (EEM) information is up to date for that district. The Welcome Screen contains a link to the security agreement form.

Center for Educational Performance & Information Michigan.gov

Michigan.gov Home | CEPI Home | Main Menu | FAQ | User's Guide | Contact CEPI | Logout

SID | Main Menu

Welcome to the School Infrastructure Database

The "SID Data Submission" section below indicates the district(s), school(s), and administrative unit(s) for which you are an authorized user. If you are the authorized user for multiple districts, schools, facilities, and administrative units, one district is listed with a drop-down menu. To access other districts for which you are an authorized user, click on the district name and select the district from the drop-down menu.

If there are districts missing from your list, please submit a security agreement for each district.

If schools/facilities are missing from the list for a district, verify that the Educational Entity Master is up to date for that district.

My District: Happy Valley Schools

Reports

View the District Submission Summary Report of all your school/facilities in your district for the current SID data collection.

- District Submission Summary Report

SID Data Submission

To submit your SID data for all of your district's schools/facilities via a comma-delimited file, choose the bulk upload function:

- SID Bulk Submission

To access the submission form for an individual school/facility, click on the school/facility below. Click on the report icon to the left of the school/facility name to view a printable submission summary:

School/Facility	Status
Happy Valley Elementary	✗
Happy Valley Middle School	✗
Happy Valley High School	✗
Happy Valley Alternative High School	✗
Happy Valley School District	✗

Click here to obtain security agreement form.

Click here to access the District Level Report or School/Facility Reports.

Click here to access the Educational Entity Master.

Left Sidebar:

Data submitted by school districts via the School Infrastructure Database (SID) include information about safety practices and incidences of crime in public schools and Dual Enrollment. The SID also has the capability to include technology.

View the summary report for the unit.


✓ Data entry complete for the unit.

✗ Data entry incomplete for the unit.

Note: When all fields on the submission form have green check marks (✓), the school/facility name on this Welcome screen will be shown with a green check mark (✓). When all schools/facilities listed for your district have green check marks, your district's submission is complete.

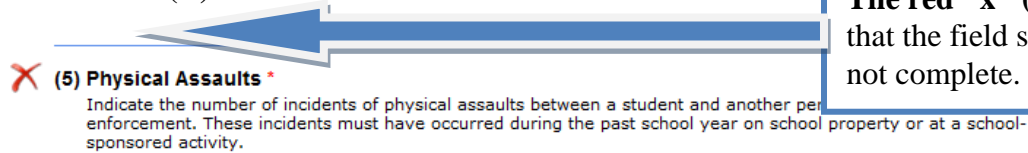
Michigan.gov Home | CEPI Home | Main Menu | FAQ | User's Guide | Contact CEPI | Logout
State Web Sites | Accessibility Policy | Privacy Policy | Link Policy | Security Policy
Copyright © 2009 State of Michigan

The Red "x" (✗), the Green Check Mark (✓) and the Report Icon

Each school/facility listed has a red "x" (✗) following the name of the school/facility. The red "x" (✗) indicates that the submission is not complete. After a field has been completed and saved, a green check mark (✓) will appear to the left of the field on the submission screen. After all fields have been submitted for a school/facility, a green check mark (✓) will appear next to the school/facility name on the Welcome Screen. When all schools/facilities listed for your district have green check marks (✓), your district's submission is complete. To review the data your district has submitted, click on the report icon  to the left of the school/facility's name.

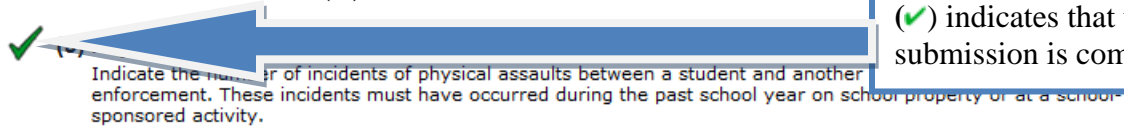
Data must be submitted for each field, even if there were no reportable incidents. Some fields in the SID require a "Yes" or "No" response. Some fields require a numeric response. If a school/facility has no reportable incidents, report a value of zero ("0") when a numeric entry is required. Blank fields will be considered incomplete, except for the optional fields.

The Red "X" (✗)



The red "x" (✗) indicates that the field submission is not complete.

The Green Check Mark (✓)



The green check mark (✓) indicates that the field submission is complete.

School/facility Submission Complete

School/Facility	Status
East Lansing School District	
Donley Elementary School	✓
East Lansing High School	✓
East Lansing School District Central Administrative Office	✓
Glencairn School	✓
MacDonald Middle School	✗

Click on report icon to review data submission.

The green check mark (✓) indicates that the school's submission is complete for all the fields in the SID.











The red "x" (✗) indicates that the school's submission is not complete for all fields in the SID.

Beginning Your SID Submission

Welcome Screen

Click on the school/facility or administrative unit on the Welcome to the School Infrastructure Database screen to view the submission screen.

To access the submission form for an individual school/facility, click on the school/facility below. Click on the report icon to the left of the school/facility name to view a printable submission summary:



School/Facility		Status
	CAP Adult and Alternative Education	
	Pottsville Elementary School	
	Pottsville High School	
	Pottsville Middle School	
	Pottsville Public Schools	

Click on the school/facility name to open the submission screen.

Verification of the Educational Entity Master (EEM)

When a school/facility is selected from the district list, the EEM Verification page will appear. Please have your EEM authorized user verify that the EEM information is accurate and up to date. The data entry form will be displayed after you click on one of the three selections, as illustrated below.

During each submission cycle of the SID, each district will be reminded to verify that its information is accurate and up to date. The EEM authorized user for your district should verify that the information about your district and schools/facilities is correct prior to each submission. After verification, you may proceed to submit your data. The following message will appear on the screen the first time the SID authorized user attempts to access each one of the district's schools/facilities in the SID Application each submission cycle:

 **Center for Educational Performance & Information**  **Michigan.gov**

[Michigan.gov Home](#) [CEPI Home](#) | [Main Menu](#) | [FAQ](#) | [User's Guide](#) | [Contact CEPI](#) | [Logout](#)

SID | EEM Verification

Educational Entity Master Verification

Before entering your data into the SID, please verify that your Educational Entity Master (EEM) information is accurate and up-to-date. The Educational Entity Master is the State of Michigan's database for official building information: school/facility and district codes, administrator name(s), address, phone number, etc. These data are the central link to all data collected by the Center for Educational Performance and Information (CEPI). If the data maintained in the Educational Entity Master are not accurate and up-to-date, you may have difficulty submitting other data to the State.

Step 1:
To verify your Educational Entity Master records, please point your browser to <http://www.michigan.gov/eem> and locate the information for your district and/or school/facility.

Step 2:
If any of the information requires updating, please log in to Educational Entity Master as an authorized user and make any necessary changes. If you are not an authorized user for your district and/or school/facility, please contact one of the following people (or contact the CEPI Customer Support Team if these people cannot be located):

EEM Authorized User	Email	Phone	District
User14	train14@mi.gov	555-1225	Grand Rapids Public Schools

After the authorized user for the district has completed the EEM verification, click on "Continue to the SID".

Step 3:

Once verification of your Educational Entity Master information is completed, you may now continue entering your infrastructure data via the SID application.

[Continue to the SID](#)

If you have verified that all of your EEM data are correct for all schools/facilities in your district, you may check the box at the bottom of the screen that says, "Arrangements have been made to have my EEM data updated." After doing so, you will not see the EEM Verification page again for the district.

Administrative Unit - Sharing Space

If an administrative unit shares physical space with another school/facility, the district user may report the administrative unit in this manner and only report one set of data for the combined shared space. When the user clicks on the administrative unit, the following screen will appear. If the district's administrative office does share space with another school/facility, click on the button shown. The administrative unit will then be marked with a green check mark as complete.

Center for Educational Performance & Information Michigan.gov

Michigan.gov Home CEPI Home | Main Menu | FAQ | User's Guide | Contact CEPI | Logout

SID | Data Submission Form

Happy Valley Public Schools (00000)

Operating ISD/ESA Eaton ISD (23)
Operating District Happy Valley Public Schools (23090)

If this central administrative office shares physical space with another building in your district, you will not be required to enter SID data for this building. If this office does not share physical space, continue entering SID data for this building.

administrative office shares space

Click here if the administrative unit shares physical space with another school/facility in the district.

The following screen will appear when you click on the "administrative office shares space" button:

Center for Educational Performance & Information Michigan.gov

Michigan.gov Home CEPI Home | Main Menu | FAQ | User's Guide | Contact CEPI | Logout

SID | Data Submission Form

Errors

- No errors were found

Your central administrative office has been successfully marked as sharing space with another physical building within your district.

[Return to the SID Main Menu](#)

Michigan.gov Home | CEPI Home | Main Menu | FAQ | User's Guide | Contact CEPI | Logout
State Web Sites | Accessibility Policy | Privacy Policy | Link Policy | Security Policy
Copyright © 2008 State of Michigan

The following screen will appear the next time the user clicks on the administrative unit:

Center for Educational Performance & Information Michigan.gov

Michigan.gov Home CEPI Home | Main Menu | FAQ | User's Guide | Contact CEPI | Logout

SID | Data Submission Form

Happy Valley Public Schools (00000)

Operating ISD/ESA Eaton ISD (23)
Operating District Happy Valley Public Schools (23090)

This central administrative office has been marked as sharing physical space with another building in your district. Because of this, you do not submit any SID data for this unit. If this unit has been marked incorrectly, please click the button below to continue to enter SID data for this unit.

administrative office does not share space

Shared Space Marked in Error

If the district user marks the administrative unit as sharing space in error, he or she should simply click the "administrative office does not share space" button. The administrative unit will now be marked with a red "x" and the district will be required to submit data for the administrative unit.

Center for Educational Performance & Information Michigan.gov

Michigan.gov Home CEPI Home | Main Menu

SID | Data Submission Form

Happy Valley Public Schools (00000)

Operating ISD/ESA Eaton ISD (23)
Operating District Happy Valley Public Schools (23090)

This central administrative office has been marked as sharing physical space with another building in your district. Because of this, you do not submit any SID data for this unit. If this unit has been marked incorrectly, please click the button below to continue to enter SID data for this unit.

administrative office does not share space

Click here to unselect the shared space option for the administrative unit.

"Logout" Before a School/Facility Submission is Complete

Before you exit a field, be sure to click "Save Data for this School/Facility" at the bottom of the submission screen before you click on "Logout," so that all data entered will be saved. If you need to end the submission session, simply click on the word "Logout" at the top or bottom of the submission screen.

The screenshot shows the top and bottom of the SID Data Submission Form. At the top, the header includes the Center for Educational Performance & Information logo, the Michigan.gov logo, and a navigation bar with links: Michigan.gov Home, CEPI Home, Main Menu, FAQ, User's Guide, Contact CEPI, and Logout. The Logout link is circled in blue. Below the header, a blue bar contains the text "SID | Data Submission Form". At the bottom, the footer contains the same navigation links, with Logout circled in blue, and a copyright notice: Copyright © 2008 State of Michigan. Two blue arrows point to the Logout link in both the top and bottom navigation bars. A text box on the left says "Click here to save data submission." with an arrow pointing to a button labeled "Save Data for this School/Facility". A text box on the right says "Click on 'Logout' located at the top or bottom of the screen to end session." with an arrow pointing to the Logout link.

Submission Screen

When you click a school/facility or the administrative unit name, the online submission screen will appear. All fields appear on one screen. District users may complete the submission one field at a time, if desired. However, be sure to save your data before you exit the SID Application each time.

The screenshot shows the SID Data Submission Form submission screen. The header is the same as the previous screenshot. Below the header, the text "Happy Valley High School (XXXXX)" is displayed. Underneath, there are two rows of information: "Operating ISD/ESA: Eaton ISD (23)" and "Operating District: Happy Valley Public Schools (XXXXXX)". To the right of this information, a box contains the text "* = Required Field" and "Printable Form". Below this, there is a red "X" icon and the text "(7) Illegal Possession" followed by a red square icon. To the right of this text is a text input field. Below the input field, there is a line of text: "Indicate the number of incidents that involved the illegal use, possession or sale of a controlled substance (MCL 333.7106 [2,3]), prescription drug or narcotic (MCL 333.7107) on school property during the past". A blue arrow points from the "Printable Form" text to a button labeled "Printable Form".

All required fields will be have a red "*" after the name of the field.

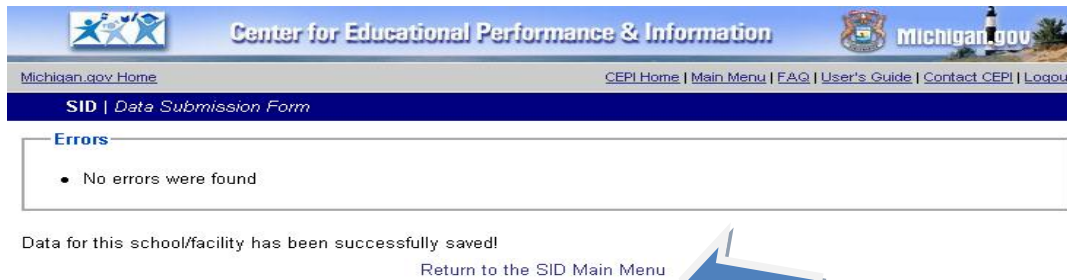
A printable work form is also available for your use by clicking on "Printable Form" as shown above.

Submit to Database

District users may submit data to the database after the completion of each field, if desired. As indicated previously, the "Save Data for this School/Facility" button appears at the bottom of the submission screen. If a valid value is submitted, the field will be saved when the "Save Data for this School/Facility" button is clicked. If an invalid value is reported, an error message will appear (see sample at the bottom of this page).



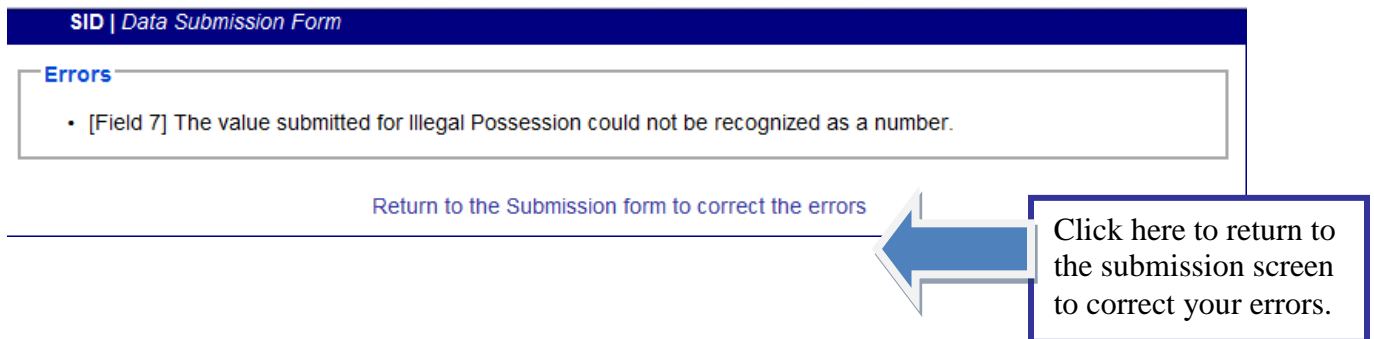
The following screen will appear if the submission is completed for the field:



After you have saved the field submission, you may click on **"Return to the SID Main Menu"** to obtain access to a school/facility for further submission.

Error Message for Incomplete Data Submission

If the data submitted is invalid for a field, the following message will appear when the user clicks on the "Save Data for this School/Facility" button. Click on **"Return to the Submission form to correct the errors,"** so that the field submission can be completed. All data that were submitted will still appear on the submission screen. After the data entry is completed, click on the "Save Data for this School/facility" bar again to submit the data to the database.



Reserved Fields:

When a specific data element is no longer required to be submitted, the field becomes reserved.
Data submission reminders for reserved fields:

Online Submission Form

The field will no longer appear on the submission form.

Bulk Upload Submission

The reserved fields must be separated by a comma and should not contain any data.

Section One: Crime & Safety

Field 1: Reserved Field

Field 2: Reserved Field

Field 3: Reserved Field

Field 4A: Reserved Field

Field 4B: School Disciplinary Problems - Truancy



(4) School Disciplinary Problems (Truancy) *

Indicate the number of students who were truant during the past school year. A student is considered truant when he or she has accumulated ten or more full days of unexcused absences in a school year.

Enter number of incidents in the box located on the right.



Definition: District users are to report the number of students who were truant during the past school year. A student is considered truant when he or she has accumulated 10 or more full days of unexcused absences in a school year. A student should be counted as truant only once in a given school year after he or she has accumulated 10 or more full days of unexcused absences. An unexcused absence is defined by local school board policy.

Field 5: Physical Assaults

The Comprehensive School Health and Safety Programs Unit of the Michigan Department of Education has clarified the definition in Field 5: Physical Assaults to include only those incidents reported to law enforcement.

Definition: Indicate the number of incidents of physical assaults between a student and another person(s) that were reported to law enforcement officials. These incidents must have occurred over the past school year on school property or at a school-sponsored activity.

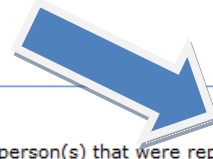
Note: If the student was in possession of a weapon, the incident should be reported in **Field 15: Weapons on School Property**.



(5) Physical Assaults *

Indicate the number of incidents of physical assaults between a student and another person(s) that were reported to law enforcement. These incidents must have occurred during the past school year on school property or at a school-sponsored activity.

Enter number of incidents
in the box located on the
right.



NOTE: If a school/facility has no reportable incidents, report a value of zero ("0") when a numeric entry is required.

Fields 6 Through 28 (Field 29 is a Reserved Field)

Enter the number of incidents in each field as illustrated in Field 5 above. Remember, each field must be completed for your district. If the school/facility has no reportable incidents, report zero. Be sure to use the "0" key and not a capital letter "O" when reporting your data.

Be sure to save your submission. You must click on the "Save Data for this School/Facility" button found at the end of the submission screen.

Save Data for this School/Facility

This will save your current progress. You may return at a later date to complete the submission.

Click here to save your data.














Section Two: Dual Enrollment

This section of the SID requires data submission for dual enrollment.

Fields 34 Through 42

Each field in this section is numeric. If there are no reportable data for a field, report zero ("0"). Blank fields will be considered incomplete, and will remain marked with red "X's." The following illustrates the format for these fields:

DUAL ENROLLMENT

	(30) 9th-Grade Eligible *	<input type="text"/>
	Record the number of 9th-grade students eligible to participate. An "eligible student" is a student enrolled in at least one high school class in at least grade 9 who has completed all the sections of the 11th-grade Michigan Merit Examination (MME), the ACT PLAN, or the PSAT.	
	(31) 9th-Grade Participants *	<input type="text"/>
	Record the number of participating 9th-grade students for whom tuition and fees were paid. An "eligible student" is a student enrolled in at least one high school class in at least grade 9 who is also enrolled in a postsecondary institution during the district's regular academic year.	
	(32) 10th-Grade Eligible *	<input type="text"/>
	Record the number of 10th-grade students eligible to participate. An "eligible student" is a student enrolled in at least one high school class in at least grade 10 who has completed all the sections of the 11th-grade Michigan Merit Examination (MME), the ACT PLAN, or the PSAT.	
	(33) 10th-Grade Participants *	<input type="text"/>
	Record the number of participating 10th-grade students for whom tuition and fees were paid. An "eligible student" is a student enrolled in at least one high school class in at least grade 10 who is also enrolled in a postsecondary institution during the district's regular academic year.	
	(34) Tuition and Fees *	<input type="text"/>
	Record the amount of tuition and fees paid for by the district for eligible and participating students. An "eligible student" is a student enrolled in at least one high school class in grades 9, 10, 11 or 12 and is also enrolled in a postsecondary institution during the district's regular academic year.	
	(35) 11th-Grade Eligible *	<input type="text"/>
	Record the number of participating 11th-grade students eligible to participate. An "eligible student" is a student enrolled in at least one high school class in at least grade 11 who has completed all the sections of the 11th-grade Michigan Merit Examination (MME), the ACT PLAN, or the PSAT.	
	(36) 11th-Grade Participants *	<input type="text"/>
	Record the number of participating 11th-grade students for whom tuition and fees were paid. An "eligible student" is a student enrolled in at least one high school class in at least grade 11 who is also enrolled in a postsecondary institution during the district's regular academic year.	
	(37) 12th-Grade Eligible *	<input type="text"/>
	Record the number of 12th-grade students eligible to participate. An "eligible student" is a student enrolled in at least one high school class in at least grade 12 who has completed all the sections of the 11th-grade Michigan Merit Examination (MME), the ACT PLAN, or the PSAT.	
	(38) 12th-Grade Participants *	<input type="text"/>
	Record the number of participating 12th-grade students for whom tuition and fees were paid. An "eligible student" is a student enrolled in at least one high school class in at least grade 12 who is also enrolled in a postsecondary institution during the district's regular academic year.	
	(39) Postsecondary Courses Paid *	<input type="text"/>
	Record the total number of postsecondary courses paid for in compliance with State School Aid Section 521(1).	
	(40) Postsecondary Courses - Postsecondary Credit *	<input type="text"/>
	Record the total number of postsecondary courses paid for in compliance with State School Aid Section 521(1) that were granted postsecondary credit.	
	(41) Postsecondary Courses - High School Credit *	<input type="text"/>
	Record the total number of postsecondary courses paid for in compliance with State School Aid Section 521(1) that were granted high school credit.	
	(42) Courses Not Completed *	<input type="text"/>
	Record the total number of postsecondary courses paid for in compliance with State School Aid Section 521(1) that students did not complete.	

After the dual enrollment data are entered, click on the box "Save Data for this School/Facility" to submit the data to the database.

Save Data for this School/Facility

Section Three: Students Who Are Victims of Violent Criminal Offenses

Field 43: Reserved Field

Field 44: Students Who Are Victims of Violent Criminal Offenses

Definition: Indicate the number of students who have been victims of violent criminal offenses on school property or at a school-sponsored activity over the past school year. A student shall be considered to be a victim of a violent criminal offense when the student or his or her parent or legal guardian has made an official written complaint to law enforcement officials and to school officials of the student's school district residence that the student has been the victim of a violent criminal offense that occurred at school.

The written complaint to school officials and law enforcement officials is sufficient. The complaint need not be investigated by a law enforcement agency to be counted. (The student or his or her parent or legal guardian should provide school officials with the date the alleged incident occurred and the law enforcement agency's complaint or incident number.)

As used in the Statewide Safe School Choice Policy, "violent criminal offense" means an act that constitutes criminal sexual conduct as defined by MCL 750.520b, 750.520c, 750.520d, 750.520e or 750.520g, or other serious assault constituting a felony violation of MCL 750.81 to 750.90g, or that constitutes an assault and infliction of serious or aggravated injury under MCL 750.81a.

"At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

In the event an act or transaction has multiple complainants (victims), the act should be counted only once. In the event that a student is the complainant of multiple acts that are not part of the same transaction, each act must be counted.

ADDITIONAL DATA REQUIREMENTS


(44) Students Who Are Victims of Violent Criminal Offenses *

Indicate the number of students who have been victims of violent criminal offenses on school property or at school-sponsored activities during the past school year.





Section Four: Reports – School/Facility and District Level

The SID Application has two types of reports available for district use: School/Facility and District Submission Summary. The school/facility reports provide a summary of the data submitted by the district user for each school/facility in the district. The District Submission Summary Report provides a summary of data submitted for all of a district's schools/facilities. The district-level report includes summary data for fields 4A through 47. Each district user is encouraged to print copies of all of the available reports when the district's submission is completed.

School/Facility Reports

At any time during the SID submission, a summary report is available that provides documentation of the submission for each school/facility. Click on the  icon next to the school/facility name on the Welcome

Screen to view the summary report. **Users are encouraged to print and save a copy of this report.** Each school/facility in the district has a separate report.

School/Facility		Status
	Happy Valley Elementary School	X
	Happy Valley High School	X
	Happy Valley Middle School	X
	Happy Valley Public Schools	X

Click on the report icon next to the school/facility to obtain a summary report.

The following illustrates a portion the school/facility report. The summary report includes each field reported, followed by the data submitted for that field. Each field is populated in this report after the completion of the field data.

School/Facility Submission Summary	
Happy Valley Middle School (XXXXX)	EOY 2012
Field 4A: School Disciplinary Problems (Student Bullying)	0
Field 4B: School Disciplinary Problems (Truancy)	0
Field 5: Physical Assaults	1
Field 7: Illegal Possession	0
Field 8: Trespassers or Intruders	0
Field 9: Vandalism	2
Field 10: Cost of Property Damage	100
Field 12: Criminal Sexual Conduct	0
Field 13: Hostage	0
Field 15: Weapons on School Property	0
Field 16: Homicide	0
Field 17: Drive-by Shooting	0
Field 18: Bomb Threat	0
Field 19: Explosion	0
Field 20: Arson	0
Field 21: Robbery or Extorting	0
Field 22: Unauthorized Removal of Student	0
Field 23: Threat/Attempt of Suicide	0
Field 24: Suicide	0
Field 25: Larceny (Theft)	0
Field 26: Illegal Drug Use or Overdose	0
Field 27: Minor in Possession of Alcoholic Liquor	0
Field 34: Tuition and Fees	0
Field 35: 11th Grade Eligible	0
Field 36: 11th Grade Participants	0
Field 37: 12th Grade Eligible	0
Field 38: 12th Grade Participants	0
Field 39: Postsecondary Courses Paid	0
Field 40: Postsecondary Courses-Postsecondary Credit	0
Field 41: Postsecondary Courses-High School Credit	0
Field 42: Courses Not Completed	0
Field 44: Students Who are Victims of Violent Criminal Offenses	0
Field 45: Instructional Computers with High-Speed (broadband) Internet Access	25
Field 46: Instructional Computers with Dial-Up (narrowband) Internet Access	25
Field 48: Other Instructional Devices with High Speed Internet Access	25
Field 49: Other Instructional Devices with Narrowband/Dial-up Internet Access	25

District Submission Summary Report

At any time during the submission, a district user may review a district summary report of all the data submitted for all schools/facilities within the district. Access to the report is available on the SID Main Menu. Click on the link as illustrated below to open the report:

Center for Educational Performance & Information

[Michigan.gov Home](#)
[CEPI Home](#)
[Main Menu](#)
[FAQ](#)
[User's Guide](#)
[Contact CEPI](#)
[Logout](#)

[SID | Main Menu](#)

Data submitted by school districts via the School Infrastructure Database (SID) include information about safety practices and incidences of crime in public schools and Dual Enrollment. The SID also has the capability to include information about technology (hardware, networks, connectivity, distance learning, etc.) structure (physical

Welcome to the School Infrastructure Database

The "SID Data Submission" section below indicates the district(s), school(s), and administrative unit(s) for which you are an authorized user. If you are the authorized user for multiple districts, schools, facilities, and administrative units, one district is listed when you log in to the SID Application. To access other districts for which you are an authorized user, select the district from the drop-down menu.

If there are districts missing from your list, please submit a [security agreement](#) for the district.

If schools/facilities are missing from the list for a district, verify that the [School Code Master](#) is up to date for that district.

Current District: Happy Valley Public Schools ▼

Set/Change District: Set

Reports

View the District Submission Summary Report of all your school/facilities in your district for the current SID data collection.

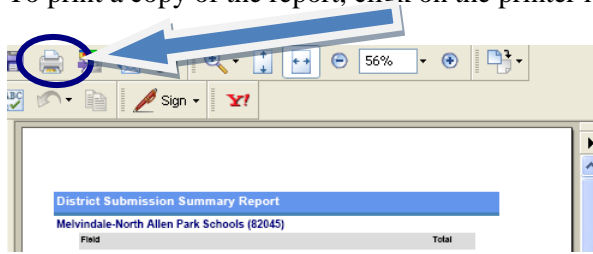
- [District Submission Summary Report](#)

Click here to access the report.

Report sample:

School/Facility Submission Summary		EOY 2013
Happy Valley Middle School (XXXXX)		
Field		Total
Field: 4	School Disciplinary Problems (Truancy)	1
Field: 5	Physical Assaults	1
Field: 7	Illegal Possession	1
Field: 8	Trespassers or Intruders	1
Field: 9	Vandalism	1
Field: 10	Cost of Property Damage	1
Field: 12	Criminal Sexual Conduct	1
Field: 13	Hostage	1
Field: 15	Weapons on School Property	1
Field: 16	Homicide	0
Field: 17	Drive-By Shooting	0
Field: 18	Bomb Threat	0
Field: 19	Explosion	0
Field: 20	Arson	0
Field: 21	Robbery or Extortion	0
Field: 22	Unauthorized Removal of Student	0
Field: 23	Threat/Attempt of Suicide	0
Field: 24	Suicide	0
Field: 25	Larceny (Theft)	0
Field: 26	Illegal Drug Use or Overdose	0
Field: 27	Minor in Possession of Alcoholic Liquor	0
Field: 30	9th-Grade Eligible	0
Field: 31	9th-Grade Participants	0
Field: 32	10th-Grade Eligible	0
Field: 33	10th-Grade Participants	0
Field: 34	Tuition and Fees	0
Field: 35	11th-Grade Eligible	0
Field: 36	11th-Grade Participants	0
Field: 37	12th-Grade Eligible	0
Field: 38	12th-Grade Participants	0
Field: 39	Postsecondary Courses Paid	0
Field: 40	Postsecondary Courses - Postsecondary Credit	0
Field: 41	Postsecondary Courses - High School Credit	0
Field: 42	Courses Not Completed	0
Field: 44	Students Who Are Victims of Violent Criminal Offenses	0

To print a copy of the report, click on the printer icon at the top of the page:



Section Five: Bulk Upload

Districts have two choices for data submission:

1. Online Application
2. Bulk Upload Application

Districts may either submit data online by school/facility or via the bulk upload process. If a district submits the SID data via the online application, it is not necessary to submit a bulk upload file. The bulk upload application allows a district to upload all schools/facilities within the district in one file. Districts may submit multiple files throughout the submission.

Bulk Submission/Update SID Data

For instructions on the creation of a SID upload file, refer to the EOY 2014 SID Data Field Descriptions and the 2014 SID Record Layout at www.michigan.gov/cepi. Click on "CEPI Application" and then click on the "School Infrastructure Database." The documents are located under the heading SID Data Manual.

The link to the Bulk Upload Application is located on the SID Main Menu as illustrated below:

Icon Legend

View the summary report for the unit

Current District: Happy Valley Public Schools

Set/Change District:

Reports

View the District Submission Summary Report of all your school/facilities in your district for the current SID data collection.

- District Submission Summary Report

SID Data Submission

To submit your SID data for all of your district's schools/facilities via a file, click on the link below. To access the submission form for an individual school/facility, click on the link below. Click on the report icon to the left of the school/facility name to view the submission summary:


SID Bulk Submission

Click here to access the bulk submission screen.

The following screen will appear when you click on the "SID Bulk Submission" link:

The screenshot shows the "SID Bulk Upload" interface. On the left, under "Instructions", it states: "SID data will be submitted to CEPI using a comma-delimited (CSV) file format. Please note the following items pertaining to the layout of the file:" followed by a list of rules for CSV formatting. The main area, titled "SID Bulk Upload", contains a text box for "Enter the path and file name to upload:" with a "Browse..." button. A blue arrow points to this button with the text "Click here to locate your file in your computer." Below the text box is an "Important!" note and a sample file path: "C:\My Documents\MySid.csv". At the bottom is an "Upload SID File" button, which is pointed to by another blue arrow with the text "Click here to upload your file."

The bulk submission file must be formatted as described in the EOY 2014 SID Record Layout and the EOY 2014 SID Data Field Descriptions. Please note that all reserved fields must be separated by a comma and should not contain any data. When the file is ready to be uploaded to CEPI, the district user may do so through the SID Application Bulk Upload link as illustrated above. All files submitted as a bulk upload must end with **.csv**. Files submitted with any other extension will be rejected. When submitting a file, be sure to enter your complete email address and the path and file name to upload. Use

the Browse button to locate the file on your computer. Click on . After submitting the file, please wait while the file is processed.

Bulk Submission File Upload Results

After the file has been submitted via the SID Bulk Upload Application, a File Upload Results report will appear on your screen. If the report does not contain any error messages, all records in the file were processed correctly. If errors are found in the upload file, correct the errors in the file and upload the file again. A sample of error messages is shown here:

The screenshot shows the "SID File Upload Results" page. It has a header for the "Center for Educational Performance & Information" and "Michigan.gov". Below the header, it says "Results" and shows a file ID "06587". Two error messages are listed: "[Field B] The value submitted for School/Facility Number is not a valid school/facility number for your district" and "[Field A] Date of Count is missing." At the bottom, there is a link: "Return to SID Building List".

Be sure to verify that all schools/facilities have been properly reported and that each school/facility has a green check mark on the SID Main Menu. Print or save a copy of the reports for each individual school/facility and the district summary report. See Section 4: Reports, for further information.

Data Quality Initiative

Prior to the beginning of each submission cycle for the SID, an analysis will be completed of the previous submission's data to help ensure the accuracy of data submitted by districts. Email messages will be sent to districts when possible anomalies are discovered. Examples of possible anomalies that could be reported to districts are:

1. Questionable Number of Occurrences of a Type of Incident

Physical Assaults

- 485 Elementary School
- 618 Middle School
- 720 High School

Bullying

- 4234 Middle School
- 3362 Career Technical Center
- 1037 Rural High School

2. Vandalism and Cost of Property Damage

- 200 Incidents; \$200
- 2 Incidents; \$850,000
- 1 Incident; \$140,000

3. Dual Enrollment

- Elementary schools with eligible 11th and 12th grade students and participants

During the EOY 2014 data submission, CEPI will analyze the data submitted by districts and inform districts when possible anomalies occur. Districts are encouraged to finish the SID submission early so that the district can take advantage of this service. The snapshot of the data will be taken during the first week of June. The data quality initiative will help ensure that accurate data is reflected in all state and federal reports for your respective districts.

Using the Reports to Improve Your Data Quality

Review the district and school/facility-level reports to ensure the accuracy of the data reported. Review the reports by asking these types of questions:

1. Are the numbers of incidents reported in the fields reflective of each school/facility for your district?
2. Does your district offer services for expelled and suspended students?
3. Are the dual enrollment counts accurate for the 11th and 12th grade eligible and participating students?

Take the time to review your school/facility reports so that your district's data accurately reflects the number of incidents occurring with each school/facility.